



Fire Safety Log Book

A combined fire safety record for food premises: weekly fire alarm tests, monthly emergency lighting and extinguisher checks, and fire drill records – the documentation a fire risk assessor or inspecting officer expects to see.

FK-LOG-
HS01 v1.0
Template
Document

Premises:		Responsible Person:	
Year:		Reviewed By:	

Legal Requirement

Under the Regulatory Reform (Fire Safety) Order 2005, the responsible person must maintain fire precautions and, where five or more people are employed, keep written records of the fire risk assessment and its findings. Test records like this log are the evidence your precautions are actually maintained.

Weekly Fire Alarm Test

Date	Call Point Tested	Alarm Heard (Y/N)	Defects Found	Action Taken	Initials

Monthly Emergency Lighting Test

Date	Areas Tested	Pass/Fail	Defects & Action Taken	Initials

Fire Extinguisher Monthly Visual Check

Date	Extinguisher ID / Location	Pin & Seal Intact (Y/N)	Pressure OK (Y/N)	Unobstructed (Y/N)	Initials

Fire Drill Record

Date	Time to Evacuate	Issues Identified	Action Taken	Initials

Responsible Person Sign-off

Date:		Initials/Signature:	
Corrective Action / Notes			



Go digital with Forkto

Version control, instant updates, audit-ready records.
forkto.com/resources/checklists/fire-safety-log-book

This template is provided by Forkto (SlantedBox Ltd) for guidance purposes only. It is the responsibility of the food business operator to review, adapt, and maintain this document as part of their own food safety management system. This template does not constitute food safety consultancy. Forkto accepts no liability for any loss, damage, or regulatory action arising from the use of this template.